



Pre Authorization Business Travel Request



Destination: Egypt Business Trip

Description: To Target Egyptian Groups and Individuals

Period: 19-23 July 2024

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> International Trip |
| <input type="checkbox"/> Trade Show | <input type="checkbox"/> Local Trip |
| <input type="checkbox"/> Sales Call | <input type="checkbox"/> Budgeted |
| <input type="checkbox"/> Others | <input type="checkbox"/> Non-Budgeted |

Business Rationale / ROI:

Will participate in Egyptian Umrah & Hajj Exhibition , will try to grab business approx. 250K

Travelers Details:

Name	Ayman Sarhan
Title	ADBD
Joining Date	07-11-2024
Business Leaves Start	19-07-2024
Business Leaves End	23-07-2024
Back to Work	24-07-2024

Estimated Cost:

Description	Estimated value
Registration / Fees	-
Visa	-
Ticket	-
Transport	SR 1076
Accommodation	SR 2624
Meals	SR 900
Giveaways/Others	SR 400
Total Trip Cost	SR 5000

Requested By:
Ayman Sarhan
ADBD

Approved by
Sadiq Iqbal
Director of Commercial

Reviewed & Approved by
Syed Zohaib Ahmed
Cluster DOF

Approved by
Dani Saleh
Cluster GM



Pre Authorization Business Travel Request



Destination: Malaysia Business Trip

Description: To Target Malaysian Groups specially which visited our hotel before

Period: 14-17 July 2024

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> International Trip |
| <input type="checkbox"/> Trade Show | <input type="checkbox"/> Local Trip |
| <input type="checkbox"/> Sales Call | <input type="checkbox"/> Budgeted |
| <input type="checkbox"/> Others | <input type="checkbox"/> Non-Budgeted |

Business Rationale / ROI:

Will participate in Malaysian Umrah & Hajj Exhibition , will try to grab business approx. 250K

Travelers Details:

Name	Ayman Sarhan
Title	ADBD
Joining Date	07-11-2024
Business Leaves Start	14-07-2024
Business Leaves End	17-07-2024
Back to Work	24-07-2024 due to other Business Trips

Estimated Cost:

Description	Estimated value
Registration / Fees	-
Visa	SR 500
Ticket	-
Transport	SR 1000
Accommodation	SR 1313
Meals	SR 675
Giveaways/Others	SR 512
Total Trip Cost	SR 4000

Requested By:
Ayman Sarhan
ADBD

Approved by
Sadiq Iqbal
Director of Commercial

Reviewed & Approved by
Syed Zohaib Ahmed
Cluster DOF

Approved by
Dani Saleh
Cluster GM



Pre Authorization Business Travel Request



Destination: Indonesia Business Trip

Description: To Target Indonesian Groups specially which visited our hotel before

Period: 17-19 July 2024

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> International Trip |
| <input type="checkbox"/> Trade Show | <input type="checkbox"/> Local Trip |
| <input type="checkbox"/> Sales Call | <input type="checkbox"/> Budgeted |
| <input type="checkbox"/> Others | <input type="checkbox"/> Non-Budgeted |

Business Rationale / ROI:

Will participate in Indonesian Umrah & Hajj Exhibition , will try to grab business approx. 250K

Travelers Details:

Name	Ayman Sarhan
Title	ADBD
Joining Date	07-11-2024
Business Leaves Start	17-07-2024
Business Leaves End	19-07-2024
Back to Work	24-07-2024 due to other Business Trips

Estimated Cost:

Description	Estimated value
Registration / Fees	-
Visa	SR 500
Ticket	-
Transport	SR 1000
Accommodation	SR 1313
Meals	SR 675
Giveaways/Others	SR 512
Total Trip Cost	SR 4000

Requested By:
Ayman Sarhan
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Dani Saleh
Cluster GM